

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Building Inspector I **GR:** K **FLSA:** NE **DATE:** 09/22/2016

DEPARTMENT: Development Services **DIVISION:** N/A

REPORTS TO: Building Official **APPROVED:** _____ **JOB CODE:** 7029

GENERAL DESCRIPTION:

Under general direction, performs inspection work enforcing compliance with building codes and ordinances. Works within prescribed standards and procedures, with some leeway for discretion and independent action.

TYPICAL DUTIES:

- Reviews plans and building applications for residential and commercial improvements for compliance with building and zoning codes and ordinances;
- Provides information to contractors, architects, developers and the general public over the counter and by phone; receives complaints of building code and ordinance violations and investigates or passes on to appropriate individual for follow-up investigation;
- Inspects job site for compliance with building, electrical, plumbing, mechanical and related codes during the process of construction from beginning to completion of work; checks soil conditions for stability of footings; confirms life safety requirement compliance; recommends action which will result in compliance
- Files copies of inspection reports issued for future reference as construction progresses; initiates routine operation and unit records
- Works with fire department and performs special investigations including but not limited to fire damage, unsafe buildings and structures, and buildings proposed to be moved;
- Works with other inspectors on final inspections and sanitarians in health features of construction;
- Performs overtime as needed and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Graduation from high school or equivalent plus two years of building construction trade and/or inspection experience including plan reading and interpreting; general knowledge of building codes required with certification by the ICBO and/or passage of the equivalent state recognized exam desirable; valid Kansas driver's license required.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Efficiently and effectively review building plans and permit applications. (Daily)

ESSENTIAL JOB FUNCTIONS (cont.):

Understand, interpret and communicate code requirements thoroughly and accurately.
(Daily)

Inspect construction in progress at job site for compliance with building and other related codes. (Daily)

Efficiently and effectively handle complaints received. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Climb ladders and inclines, uneven surfaces, balance required

Walking: Extensive amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 50 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment and tools requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse weather conditions possible

Wet/Dry: Adverse weather conditions possible

Noise/Vibrations: Minimal exposure to construction and machinery noise

Hazards: Minimal exposure

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Moderate exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to communicate effectively, both orally and in writing.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to understand and apply mathematical concepts accurately.

Ability to work under some stressful conditions and meet deadlines.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, vehicle, tape measure, portable radio, testing equipment, computer and tablet.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.